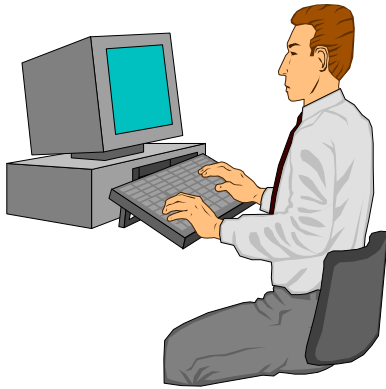


INTRODUCING the New ACQTAS



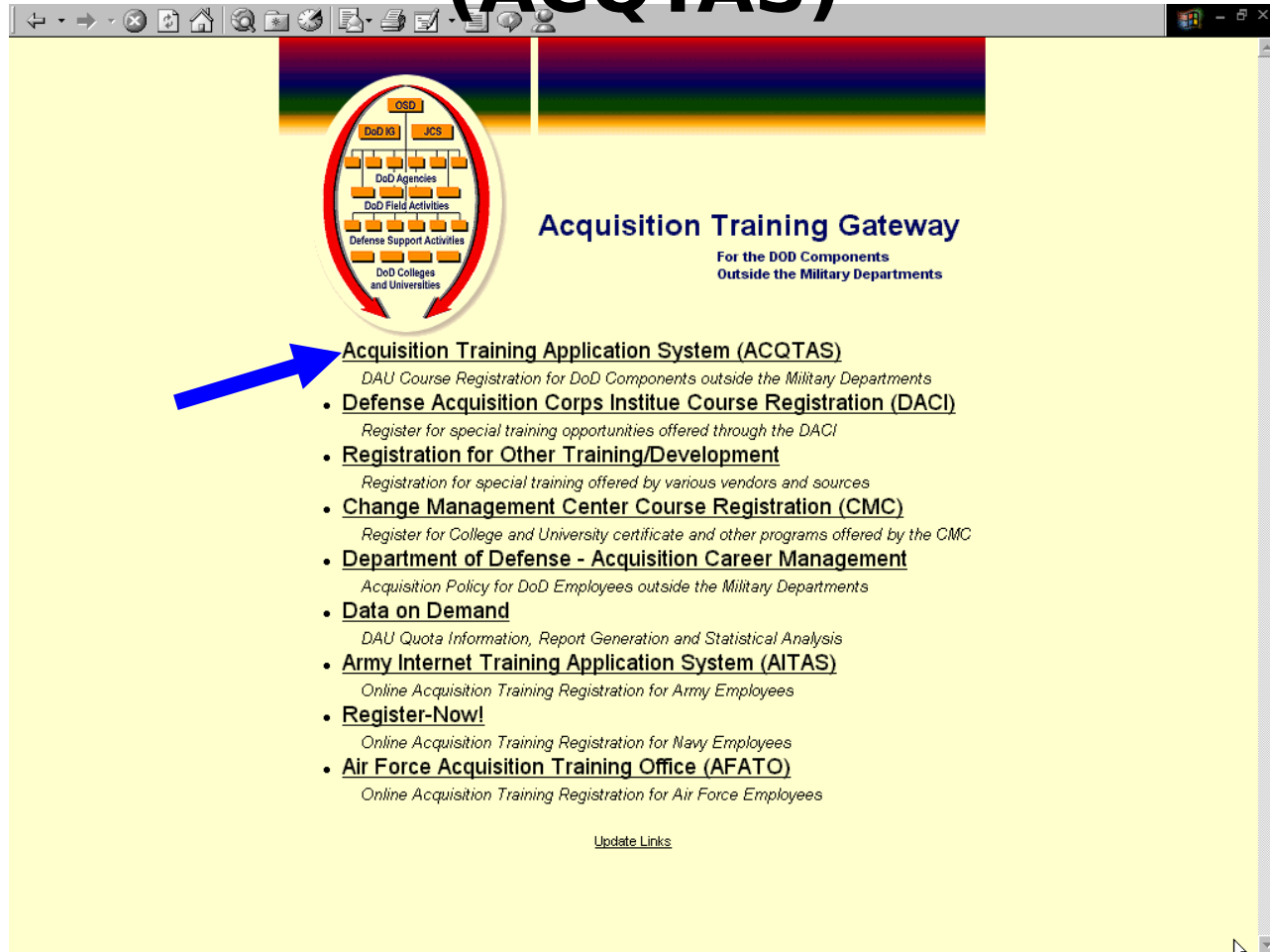
Available for Remaining FY01
Acquisition Training Application
System

Featuring: Simplified Applications



- Easy to Complete Application Format
- Prerequisite Reminder
- Auto-Check for Valid Entries
- Assigned Registration Priority
- “Click to Select” Course Desired

How to Access Acquisition Training Application System (ACQTAS)



Acquisition Training Gateway
For the DoD Components
Outside the Military Departments

Acquisition Training Application System (ACQTAS)
DAU Course Registration for DoD Components outside the Military Departments

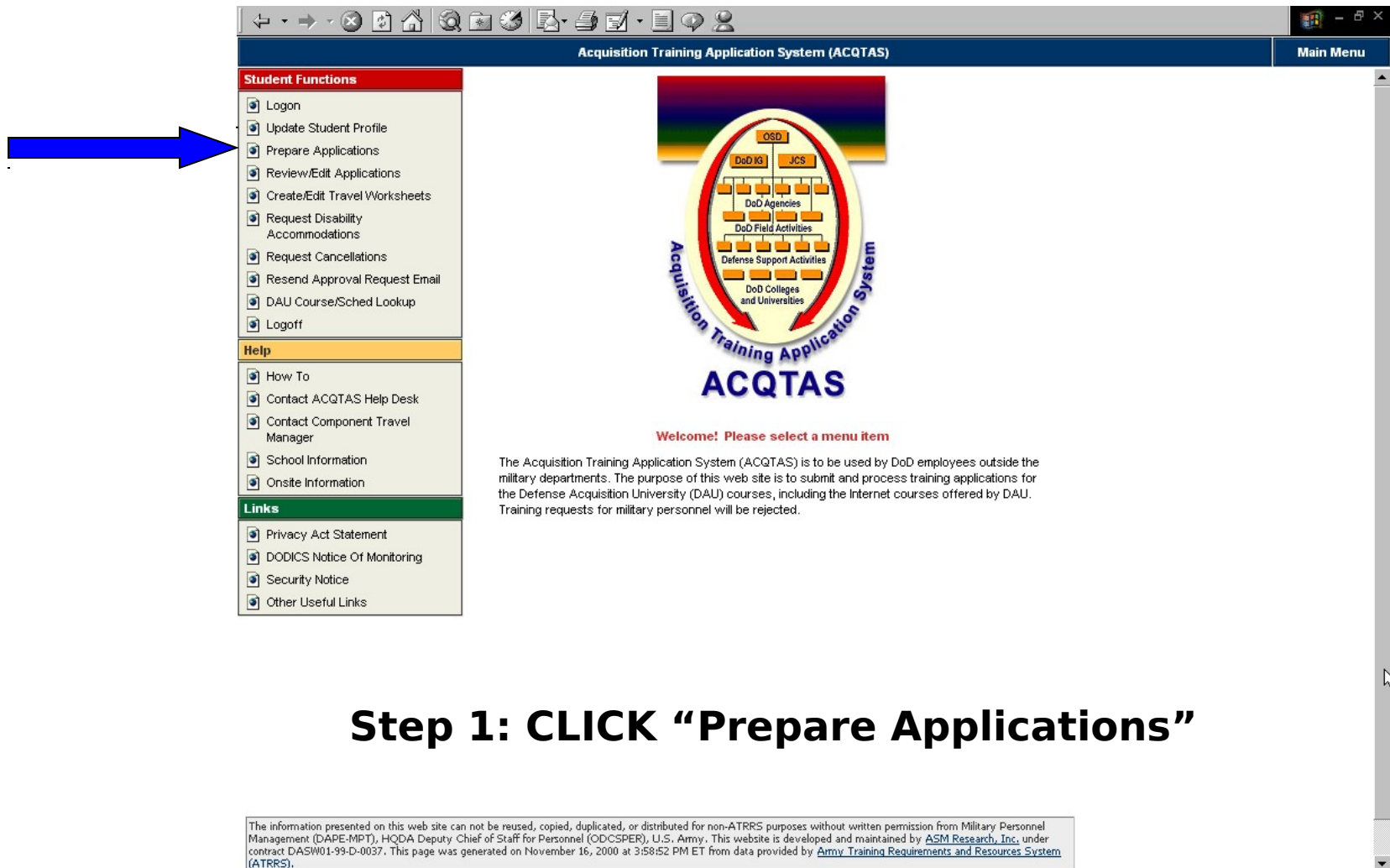
- **Defense Acquisition Corps Institute Course Registration (DACI)**
Register for special training opportunities offered through the DACI
- **Registration for Other Training/Development**
Registration for special training offered by various vendors and sources
- **Change Management Center Course Registration (CMC)**
Register for College and University certificate and other programs offered by the CMC
- **Department of Defense - Acquisition Career Management**
Acquisition Policy for DoD Employees outside the Military Departments
- **Data on Demand**
DAU Quota Information, Report Generation and Statistical Analysis
- **Army Internet Training Application System (AITAS)**
Online Acquisition Training Registration for Army Employees
- **Register-Now!**
Online Acquisition Training Registration for Navy Employees
- **Air Force Acquisition Training Office (AFATO)**
Online Acquisition Training Registration for Air Force Employees

[Update Links](#)

www.doddacm.co
m



How to Apply for a Course



The screenshot shows the ACQTAS web application. The left sidebar contains a 'Student Functions' menu with the following items: Logon, Update Student Profile, Prepare Applications, Review/Edit Applications, Create/Edit Travel Worksheets, Request Disability Accommodations, Request Cancellations, Resend Approval Request Email, DAU Course/Sched Lookup, and Logoff. A blue arrow points to 'Prepare Applications'. Below this is a 'Help' section with 'How To', 'Contact ACQTAS Help Desk', 'Contact Component Travel Manager', 'School Information', and 'Onsite Information'. At the bottom is a 'Links' section with 'Privacy Act Statement', 'DODICS Notice Of Monitoring', 'Security Notice', and 'Other Useful Links'. The main content area features the ACQTAS logo, which is a circular emblem with a rainbow border. Inside the circle, a hierarchy of boxes shows 'OSD' at the top, followed by 'DoD IG' and 'JCS', then 'DoD Agencies', 'DoD Field Activities', 'Defense Support Activities', and 'DoD Colleges and Universities'. The text 'Acquisition Training Application System' is written around the circle, and 'ACQTAS' is at the bottom. Below the logo, a red text prompt says 'Welcome! Please select a menu item'. A paragraph of text explains the system's purpose: 'The Acquisition Training Application System (ACQTAS) is to be used by DoD employees outside the military departments. The purpose of this web site is to submit and process training applications for the Defense Acquisition University (DAU) courses, including the Internet courses offered by DAU. Training requests for military personnel will be rejected.'

Step 1: CLICK "Prepare Applications"



How to Apply for a Course

Select your agency using drop down menu.

The screenshot shows the ACQTAS login page. On the left is a sidebar with 'Student Functions' and 'Links'. The main area features the ACQTAS logo and a 'Please sign in below:' section. A dropdown menu is open, listing various DoD components. A red arrow points to the 'Washington Headquarters' option, which is highlighted in red. A blue arrow points to the 'Defense Information Systems Agency (DISA)' option, which is highlighted in blue.

Student Functions

- Update Student Profile
- Prepare Applications
- Review/Edit Applications
- Create/Edit Travel Worksheets
- Request Disability Accommodations
- Request Cancellations
- Resend Approval Request Email
- DAU Course/Sched Lookup
- Logoff

Help

- How To
- Contact ACQTAS Help Desk
- Contact Component Travel Manager
- School Information
- Onsite Information

Links

- Privacy Act Statement
- DODICS Notice Of Monitoring
- Security Notice
- Other Useful Links

ACQTAS Please sign in below:

Please select your DoD component

- Defense Acquisition University (DAU)
- DoD Components Not Listed Above
- Washington Headquarters**
- Armed Forces Information Service (AFIS)
- Ballistic Missile Defense Organization (BMDO)
- Defense Advanced Research Project Agency (DARPA)
- Defense Micro-Electronic Activity (DMEA)
- Defense Security Service (DSS)
- Department of Defense Inspector General (DODIG)
- Joint Staff
- Joint Simulation System Joint Program Office (JSS)

You will notice that there are some agencies indicated in RED. This means that you can not select that agency.

You will notice that there are agencies indicated in BLUE. This means that you must select one of these agencies.

The screenshot shows the ACQTAS login page. On the left is a sidebar with 'Student Functions' and 'Links'. The main area features the ACQTAS logo and a 'Please sign in below:' section. Below the logo is a login form with fields for 'Social Security No.' and 'Date of birth', and a 'Logon' button. A blue arrow points to the 'Logon' button.

Student Functions

- Update Student Profile
- Prepare Applications
- Review/Edit Applications
- Create/Edit Travel Worksheets
- Request Disability Accommodations
- Request Cancellations
- Resend Approval Request Email
- DAU Course/Sched Lookup
- Logoff

Help

- How To
- Contact ACQTAS Help Desk
- Contact Component Travel Manager
- School Information
- Onsite Information

Links

- Privacy Act Statement
- DODICS Notice Of Monitoring
- Security Notice
- Other Useful Links

ACQTAS Please sign in below:

Defense Information Systems Agency (DISA)

Social Security No: [038] [36] [8888]

Date of birth: [Jan] [08] [1968]

Logon

Notice to First Time Users

The Acquisition Training Application System (ACQTAS) is to be used by DoD employees outside the military departments. The purpose of this web site is to submit and process training applications for the Defense Acquisition University (DAU) courses, including the internet courses offered by DAU. Training requests for military personnel will be rejected.

Once you have selected your agency, enter SSN and DOB, Press **LOGON**

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How to Apply for a Course

Acquisition Training Application System (ACQTAS)

18 Nov 2000

Acquisition Training Application System (ACQTAS)

Welcome to the Acquisition Training Application System (ACQTAS)

You have selected to logon under the DoD component specified below:

Defense Information Systems Agency (DISA)

Selecting the wrong DoD component may adversely affect your application(s) for Acquisition Training. If your DoD component selection is incorrect, Press your browser's 'BACK' button to correct your selection.

To continue, press the button below:

Continue

[Questions? Problems? Suggestions? Please email us now.](#)

ACQTAS re-displays the student's DoD component choice upon entry to the system.

**To continue with the course application,
Press Continue**



How to Apply for a Course

Acquisition Training Application System (ACQTAS)

18 Nov 2000

Select an FY and Course from the lists below.

Find A Course
Perform the steps below to find a course.

Step One
The first step is to select a fiscal year by first clicking on the down-arrow and then clicking on one of the listed years.
FY: 2001

Step Two
In order to select a course, first click on the down-arrow. You can then click on the scroll-bar to find the appropriate course.

Courses:

- ACQ 101 - FUNDAMENTALS OF SYSTEMS ACQUISITION MGMT
- ACQ 201 - INTERMEDIATE SYSTEMS ACQUISITION
- ACQ 402 - EXECUTIVE MANAGEMENT CRS (EMC)
- ACQ 403 - DEFENSE ACQUISITION EXECUTIVE OVERVIEW/WORKSHOP
- ACQ 404 - SYSTEMS ACQUISITION MGMT COURSE FOR FLAG OFF
- ACQ 405 - EXCTV RFRSHR IN PROG MGMT
- BCF 101 - FUNDAMENTALS OF COST ANALYSIS
- BCF 102 - FUNDAMENTALS OF EARNED VALUE MANAGEMENT
- BCF 103 - FUNDAMENTALS OF BUSINESS FINANCIAL MGMT
- BCF 203 - INTERMEDIATE EARNED VALUE MANAGEMENT

[Suggestion? Please email us now.](#)

Select a FY then use the drop down menu selection to find the course you want.

[Prepare Application\(s\)](#) [Review Application\(s\)](#)

Acquisition Training Application System (ACQTAS)

18 Nov 2000

Select an FY and Course from the lists below.

Find A Course
Perform the steps below to find a course.

Step One
The first step is to select a fiscal year by first clicking on the down-arrow and then clicking on one of the listed years.
FY: 2001

Step Two
In order to select a course, first click on the down-arrow. You can then click on the scroll-bar to find the appropriate course.
Course: ACQ 201 - INTERMEDIATE SYSTEMS ACQUISITION

Step Three
The last step is to press the Search button.

[Search](#)

[Questions? Problems? Suggestions? Please email us now.](#)

After selecting the FY and Course. Press SEARCH to Find Course/Class/Location Listings.

[Prepare Application\(s\)](#)

[Review Application\(s\)](#)

[Change Profile](#)

[Resend Notification](#)



How to Apply for a Course

18 Nov 2000

Acquisition Training Application System (ACQTAS)

Click on the school location to list available classes for that location. Click on the **CCG** (Course Catalog) button review the DAU Course Catalog which contains the course description and prerequisites as well as school information. Course Locations that are displayed in red indicate classes with no available spaces.

CCG - View Course Catalog

FY	Course	Course Title
2001	ACQ 201 (DAU)	INTERMEDIATE SYSTEMS PROGRAM

State	School	Classes	Available	Waits
ALABAMA				
QUINTER AFB, AL (904)	NCAT	2	0	0
HUNTSVILLE, AL (231B)	DSMC	2	0	0
REDSTONE ARSENAL, AL (231B)	DSMC	1	0	1
CALIFORNIA				
EDWARDS AFB, CA (904)	NCAT	4	0	0
LOS ANGELES AFB, CA (231D)	DSMC	4	0	1
POINT MUGU NAVAL, CA (904)	NCAT	1	0	0
PORT HUENEME, CA (904)	NCAT	5	0	5
SAN DIEGO, CA (904)	NCAT	2	0	0
SUNNYVALE, CA (907)	ALMC	1	0	0
FLORIDA				
EGLIN AFB, FL (904)	NCAT	1	0	0
ORLANDO, FL (771)	Defense Acquisition University Wright Patterson Campus	1	0	0
ATLANTA, FL (904)	NCAT	1	0	1
GEORGIA				
WRIGHT PATT AFB, GA (907)	ALMC	1	0	1
HAWAII				
PEARL HARBOR, HI (904)	NCAT	1	0	0
ILLINOIS				
WACK ISLAND, IL (904)	NCAT	2	0	0
INDIANA				
LANE, IN (904)	NCAT	1	0	0
MASSACHUSETTS				
WANSKOM AFB, MA (231C)	DSMC	2	1	0
MARYLAND				
T DETRICK, MD (907)	ALMC	1	0	12
DIAN HEAD NS VA, MD (904)	NCAT	1	0	0
ANTHONY AFB, MD (904)	NCAT	2	0	0

Prepare Application(s) Review Application(s) Change Profile Resend Notification

You can also click on the **View Course Catalog** button to display DAU Course Information.

You can click on your choice of city / state location to view available classes.

Available offerings of the selected course are listed by location.



How to Apply for a Course

The **Red** indicates that there are no seats remaining for that specified location.

The **Blue** indicates quotas still available.

18 Nov 2000

Acquisition Training Application System (ACQTAS)

Click on the school location to list available classes for that location. Click on the **CC** (Course Catalog) button review the DAU Course Catalog which contains the course description and prerequisites as well as school information. Course Locations that are displayed in **red** indicate classes with no available spaces.

CC - View Course Catalog

FY	Course	Course Title
2001	ACQ 201 (DAU)	INTERMEDIATE SYSTEMS ACQUISITION

ALABAMA	School	Classes	Available	Waits
GUNTER AFB, AL (904)	NCAT	2	0	0
HUNTSVILLE, AL (231B)	DSMC	2	0	0
REDSTONE ARSENAL, AL (231B)	DSMC	1	0	1

CALIFORNIA	School	Classes	Available	Waits
EDWARDS AFB, CA (904)	NCAT	4	0	0
LOS ANGELES AFB, CA (231D)	DSMC	4	0	1
POINT MUGU NAVAL, CA (904)	NCAT	1	0	0
PORT HUENEME, CA (904)	NCAT	5	0	5
SAN DIEGO, CA (904)	NCAT	2	0	0
SUNNYVALE, CA (907)	ALMC	1	0	0

FLORIDA	School	Classes	Available	Waits
EGLIN AFB, FL (904)	NCAT	1	0	0
ORLANDO, FL (771)	Defense Acquisition University Wright Patterson Campus	1	0	0
PATRICK AFB, FL (904)	NCAT	1	0	1

GEORGIA	School	Classes	Available	Waits
ROBINS AFB, GA (907)	ALMC	1	0	1

HAWAII	School	Classes	Available	Waits
PEARL HARBOR, HI (904)	NCAT	1	0	0

ILLINOIS	School	Classes	Available	Waits
ROCK ISLAND, IL (904)	NCAT	2	0	0

INDIANA	School	Classes	Available	Waits
CRANE, IN (904)	NCAT	1	0	0

MASSACHUSETTS	School	Classes	Available	Waits
HANSCOM AFB, MA (231C)	DSMC	2	1	0

MARYLAND	School	Classes	Available	Waits
FT DETRICK, MD (907)	ALMC	1	0	12
INDIAN HEAD NSWA, MD (904)	NCAT	1	0	0
LINTHICUM, MD (904)	NCAT	2	0	2

Class allocations are broken down by to the SQS level. Since we logged under DISA, there is one available allocation at Hanscom AFB, MA (231C)



How to Apply for a Course

18 Nov 2000

Acquisition Training Application System (ACQTAS)

Click on the CLASS NUMBER to select the class you wish to attend. Select only one. This selection will be added to your registration request. You will then be required to create or update your student profile before submitting the request for approval. Class Numbers displayed in red indicate no available seats.

FY	Location	Course	Course Title
2001	FT BELVOIR, VA (231)	ACQ 201 (DALI)	INTERMEDIATE SYSTEMS ACQUISITION

Class	Class Type	Start	End	Avail	Waits
006	Classroom	08 Jan 2001	26 Jan 2001	0	3
008	Classroom	16 Jan 2001	02 Feb 2001	0	2
010	Classroom	20 Feb 2001	09 Mar 2001	0	2
012	Classroom	27 Feb 2001	16 Mar 2001	0	3
014	Classroom	13 Mar 2001	30 Mar 2001	0	1
015	Classroom	20 Mar 2001	06 Apr 2001	0	1
018	Classroom	17 Apr 2001	04 May 2001	0	0
020	Classroom	24 Apr 2001	11 May 2001	0	1
022	Classroom	08 May 2001	25 May 2001	0	1
024	Classroom	14 May 2001	01 Jun 2001	2	0
025	Classroom	05 Jun 2001	22 Jun 2001	0	0
026	Classroom	05 Jun 2001	22 Jun 2001	0	0
027	Classroom	10 Jul 2001	27 Jul 2001	0	0
028	Classroom	10 Jul 2001	27 Jul 2001	0	1
030	Classroom	17 Jul 2001	03 Aug 2001	5	0
032	Classroom	24 Jul 2001	10 Aug 2001	1	0
035	Classroom	14 Aug 2001	31 Aug 2001	2	0
036	Classroom	20 Aug 2001	07 Sep 2001	2	0
040	Classroom	18 Sep 2001	05 Oct 2001	2	0
041	Classroom	24 Sep 2001	12 Oct 2001	1	0

[Questions? Problems? Suggestions? Please email us now.](#)

The **Red** indicates that there are no seats remaining for a particular class

The **Blue** indicates quotas still available for a particular class.

After clicking on the course location, the list of available classes is displayed. Click the class number to apply for that class.

[Prepare Application\(s\)](#)

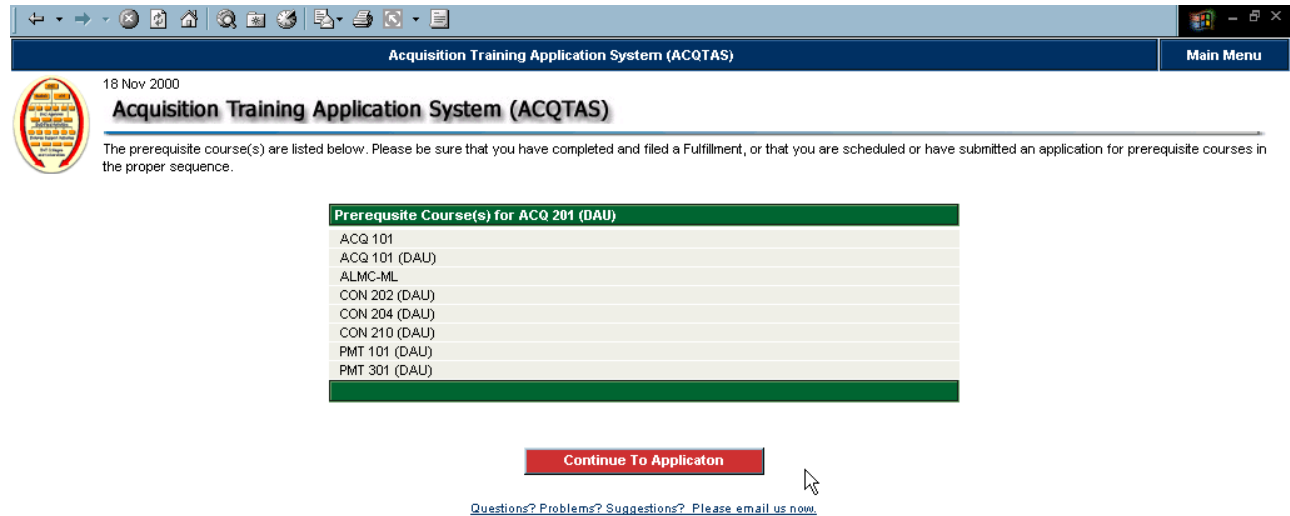
[Review Application\(s\)](#)

[Change Profile](#)

[Resend Notification](#)



How to Apply for a Course



The screenshot shows the ACQTAS web application. At the top is a navigation bar with the title "Acquisition Training Application System (ACQTAS)" and a "Main Menu" link. Below the navigation bar is a header section with a logo on the left, the date "18 Nov 2000", and the title "Acquisition Training Application System (ACQTAS)". A message states: "The prerequisite course(s) are listed below. Please be sure that you have completed and filed a Fulfillment, or that you are scheduled or have submitted an application for prerequisite courses in the proper sequence." Below this message is a table titled "Prerequisite Course(s) for ACQ 201 (DAU)". The table lists the following courses: ACQ 101, ACQ 101 (DAU), ALMC-ML, CON 202 (DAU), CON 204 (DAU), CON 210 (DAU), PMT 101 (DAU), and PMT 301 (DAU). Below the table is a red button labeled "Continue To Application". At the bottom of the screenshot is a link: "Questions? Problems? Suggestions? Please email us now."

Prerequisite Course(s) for ACQ 201 (DAU)
ACQ 101
ACQ 101 (DAU)
ALMC-ML
CON 202 (DAU)
CON 204 (DAU)
CON 210 (DAU)
PMT 101 (DAU)
PMT 301 (DAU)

[Continue To Application](#)

[Questions? Problems? Suggestions? Please email us now.](#)

If there are any prerequisites for a class, ACQTAS will display a prerequisite reminder for the student



How to Apply for a Course

The selected class is shown at the top of the application form.

Select an alternate date range for which you would also be available for this course. This field is **mandatory** and is used in the registration process

The organization is set from what the user selected upon logging into ACQTAS.

18 Nov 2000

Acquisition Training Application System (ACQTAS)

Complete your alternate preference dates and student profile with current and accurate information as it will impact your enrollment, your potential travel entitlement, and our ability to communicate with you.

Verify/Enter Student Information

Course Info:

FY: 2001 School: 231 Course: ACQ 201 (DAU) Phase: Class: 035
Course Title: INTERMEDIATE SYSTEMS ACQUISITION
School Name: Defense Systems Management College (DSMC)-Ft Belvoir
Class Location: FT BELVOIR, VA
Start Date: 14 Aug 2001 End Date: 31 Aug 2001
Delivery Method: Classroom Remarks: None

Application Info:

Alternate date range you are available for training: (Required)

From: Month Day Year To: Month Day Year
Date range: (Optional)
From: Month Day Year To: Month Day Year

Student

SSN: 8 Last Name: Reynolds First Name: Christopher MI: J
Sex: M Date of Birth: Jan 08 1968
Home: 321 Duke Street City: Alexandria State: VA ZIP: 22071
Security Clearance: TOP SECRET
Disabilities: No Special Requirements: Please select a Special Requirement if Disabled
Pay Plan: GS - GENERAL SCHEDULE Pay Grade: 12
Civilian Job Series: 0084 i.e., 0123
Acquisition Career Field: Select an Acquisition Career Field

Student's Contact Info:

Organization: Defense Information Systems Agency (DISA)
Duty Address: 333 JOHN CARLYLE ST City: Alexandria State: VA ZIP: 22314

Prepare Application(s) Review Application(s) Change Profile Resend Notification

Complete or update your student data.

(Use your keyboard TAB key to move from block to block.)



How to Apply for a Course

Acquisition Training Application System (ACQTAS)

18 Nov 2000

Acquisition Training Application System (ACQTAS)

Complete your alternate preference dates and student profile with current and accurate information as it will impact your enrollment, your potential travel entitlement, and our ability to communicate with you.

Verify/Enter Student Information

Course Info:

FY: 2001 School: 231 Course: ACQ 201 (DAU) Phase: Class: 035
Course Title: INTERMEDIATE SYSTEMS ACQUISITION
School Name: Defense Systems Management College (DSMC)-Ft Belvoir
Class Location: FT BELVOIR, VA
Start Date: 14 Aug 2001 End Date: 31 Aug 2001
Delivery Method: Classroom Remarks: None

Application Info:

Alternate date range you are available for training: (Required)
From: Jan Day Year To: Month Day Year
Date range to avoid: (Optional)
From: Month Day Year To: Month Day Year

Student Info:

SSN: 838388888 Last Name: Reynolds First Name: Christopher MI: J
Sex: Male Date of Birth: Jan 08 1968
Home Street: 2321 Duke Street City: Alexandria State: VA ZIP: 22071
Security Clearance: **TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION**
Disabilities: No
Pay Plan: GS - GENERAL
Civilian Job Series: TOP SECRET
Acquisition Career F: INTERIM TOP SECRET
Student's Contact In: SECRET
Organization: DEFENSE SYSTEMS MANAGEMENT COLLEGE
Duty Address: 333 JOHNS CARLYLE ST City: Alexandria State: VA ZIP: 22314

Prepare Application(s) Review Application(s) Change Profile Resend Notification

Select security clearance from the drop down list.



How to Apply for a Course

ACQTAS provides a link to TriCare for students who have special requirements.

Acquisition Training Application System (ACQTAS) Main Menu

18 Nov 2000

Acquisition Training Application System (ACQTAS)

Complete your alternate preference dates and student profile with current and accurate information as it will impact your enrollment, your potential travel entitlement, and our ability to communicate with you.

Verify/Enter Student Information

Course Info:

FY: 2001 School: 231 Course: ACQ 201 (DAU) Phase: Class: 035

Course Title: INTERMEDIATE SYSTEMS ACQUISITION

School Name: Defense Systems Management College (DSMC)-Ft Belvoir

Class Location: FT BELVOIR, VA

Start Date: 14 Aug 2001 End Date: 31 Aug 2001

Delivery Method: Classroom Remarks: None

Application Info:

Alternate date range you are available for training: (Required)

From: Jan Day Year To: Month Day Year

Date range to avoid: (Optional)

From: Month Day Year To: Month Day Year

Student Info:

SSN: 836388888 Last Name: Reynolds First Name: Christopher MI: J

Sex: Male Date of Birth: Jan 08 1968

Home Street: 2321 Duke Street City: Alexandria State: VA ZIP: 22071

Security Clearance: INTERIM CONFIDENTIAL

Disabilities: Yes Special Requirements: Please select a Special Requirement if Disabled

Pay Plan: GS - GENERAL SCHEDULE Please select a Special Requirement if Disabled

Job Series: 0084 i.e., 0123

Acquisition Career Field: Select an Acquisition Career Field

Student's Contact Info:

Organization: Defense Information Systems Agency (DISA)

Duty Address: 333 JOHN CARLYLE ST City: Alexandria State: VA ZIP: 2231

Prepare Application(s) Review Application(s)

Acquisition Training Application System (ACQTAS) Main Menu

Student Functions

- Logon
- Update Student Profile
- Prepare Applications
- Review/Edit Applications
- Create/Edit Travel Worksheet
- Request Disability Accommodations
- Request Cancellations
- Resend Approval Request Email
- DAU Course/Sched Lookup
- Logout

Help

- How To
- Contact ACQTAS Help Desk
- Contact Component Travel Manager
- School Information
- Onsite Information

Links

- Privacy Act Statement
- DDICIS Notice Of Monitoring
- Security Notice
- Other Useful Links

ACQTAS

Welcome! Please select a menu item

The Acquisition Training Application System (ACQTAS) is to be used by DoD employees outside the military departments. The purpose of this web site is to submit and process training applications for the Defense Acquisition University (DAU) courses, including the Internet courses offered by DAU. Training requests for military personnel will be rejected.

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If the student has any disabilities, they can add their special requirements to the application / user profile.



How to Apply for a Course

18 Nov 2000

Acquisition Training Application System (ACQTAS)

Complete your alternate preference dates and student profile with current and accurate information as it will impact your enrollment, your potential travel entitlement, and our ability to communicate with you.

Verify/Enter Student Information

Course Info:

FY: 2001 School: 231 Course: ACQ 201 (DAU) Phase: Class: 035
Course Title: INTERMEDIATE SYSTEMS ACQUISITION
School Name: Defense Systems Management College (DSMC)-Ft Belvoir
Class Location: FT BELVOIR, VA
Start Date: 14 Aug 2001 End Date: 31 Aug 2001
Delivery Method: Classroom Remarks: None

Application Info:

Alternate date range you are available for trainings: (Required)
From: Jan Day Year To: Month Day Year
Date range to avoid: (Optional)
From: Month Day Year To: Month Day Year

Student Info:

SSN: 838388888 Last Name: Reynolds First Name: Christopher MI: J
Sex: Male Date of Birth: Jan 08 1968
Home Street: 2321 Duke Street City: Alexandria State: VA ZIP: 22071 -
Security Clearance: INTERIM CONFIDENTIAL
Disabilities: Yes Special Requirements: Please select a Special Requirement if Disabled
Pay Plan: EF - CONSULTANT Pay Grade: 12
EF - CONSULTANT
EF - SENIOR EXECUTIVE SERVICE (SES)
Acquisition F - NON-US CIVILIAN (NOT OTHERWISE SPECIFIED)
GM - PERFORMANCE MANAGEMENT AND RECOGNITION
Student's GS - GENERAL SCHEDULE
IE - SENIOR INTELLIGENCE EXECUTIVE SERVICE
Organizational IP - SENIOR INTELLIGENCE PROFESSIONAL PROG
ND - DEMONSTRATION SCIENTIFIC & ENGINEERING
Duty Address NH - BUSINESS & TECHNICAL MANAGEMENT PROFESSIONAL
NJ - TECHNICAL MANAGEMENT SUPPORT
NK - ADMINISTRATION SUPPORT

State: VA ZIP: 22314 -

Pre (button) tion(s) (button) Change Profile (button) Resend Notification (button)

Select pay plan and pay grade from the drop down boxes



How to Apply for a Course

Acquisition Training Application System (ACQTAS)

18 Nov 2000

Acquisition Training Application System (ACQTAS)

Complete your alternate preference dates and student profile with current and accurate information as it will impact your enrollment, your potential travel entitlement, and our ability to communicate with you.

Verify/Enter Student Information

Course Info:

FY: 2001 School: 231 Course:
Course Title: INTERMEDIATE SYST
School Name: Defense Systems M
Class Location: FT BELVOIR, VA
Start Date: 14 Aug 2001 End Dat
Delivery Method: Classroom Re

Application Info:

Alternate date range you are av
From: Mar 03 2001
Date range to avoid: (Optional)
From: Month Day Year

Student Info:

SSN: 838388888 Last Name: R
Sex: Male Date of Birth:
Home Street: 23232 DUKE STREE
Security Clearance: SECRET
Disabilities: No Special R
Pay Plan: GS - GENERAL SCHEDULE Pay Grade: 12
Civilian Job Series: 0028 i.e., 0123
Acquisition Career Field: AUDITING

Student's Contact Info:

Organization: Defense Information Systems Agency (ISA)
Duty Address: 232 PORT CAPE ROAD City: ALEXANDRIA State: VA ZIP: 22030

Civilian Series Codes - Microsoft Internet Explorer

Click the code to select it.

Series	Description
0006	CORRECTIONAL INSTITUTION ADMINISTRATION
0007	CORRECTIONAL OFFICER
0011	BOND SALES PROMOTION
0018	SAFETY AND OCCUPATIONAL HEALTH MANAGEMENT
0019	SAFETY TECHNICIAN
0020	COMMUNITY PLANNING
0021	COMMUNITY PLANNING TECHNICIAN
0023	OUTDOOR RECREATION PLANNING
0025	PARK RANGER
0026	PARK TECHNICIAN
0028	ENVIRONMENTAL PROTECTION SPECIALIST
0029	ENVIRONMENTALIST
0030	SPORTS SPECIALIST
0050	FUNERAL DIRECTING
0060	HAPLAIN
0062	CLOTHING DESIGN
0072	FINGERPRINT IDENTIFICATION
0080	SECURITY ADMINISTRATION
0081	FIRE PROTECTION AND PREVENTION
0082	U.S. RESCUE

Prepare Application(s) Review Application(s) Change Profile Resend Notification

Clicking on the Civilian Job Series link opens up a Pop-Up window displaying a list of Civilian Series Codes

Select Civilian Series Code by clicking on the correct number in the pop-up window.



How to Apply for a Course

Acquisition Training Application System (ACQTAS)

18 Nov 2000

Complete your alternate preference dates and student profile with current and accurate information as it will impact your enrollment, your potential travel entitlement, and our ability to communicate with you.

Verify/Enter Student Information

Course Info:

FY: 2001 School: 231 Course: ACQ 201 (DAU) Phase: Class: 035

Course Title: INTERMEDIATE SYSTEMS ACQUISITION

School Name: Defense Systems Management College (DSMC)-Ft Belvoir

Class Location: FT BELVOIR, VA

Start Date: 14 Aug 2001 End Date: 31 Aug 2001

Delivery Method: Classroom Remarks: None

Application Info:

Alternate date range you are available for training: (Required)

From: Mar 03 2001 To: Mar 30 2001

Date range to avoid: (Optional)

From: Month Day Year To: Month Day Year

Student Info:

SSN: 838388888 Last Name: RENOYDLS First Name: CHRIS MI: J

Sex: Male Date of Birth: 03/03/2001

Home Street: 23232 DUKE

Security Clearance: SEC

Disabilities: No Sp

Pay Plan: GS - GENERAL

Civilian Job Series: 00

Acquisition Career Field: ACQUISITION LOGISTICS

Student's Contact Info:

Organization: Defense Information Systems Agency (DISA)

Duty Address: 232 PORT CAPE ROAD City: ALEXANDRIA State: VA ZIP: 22030

Prepare Application(s) Review Application(s) Change Profile Resend Notification

Select Acquisition Career Field from the drop down list.



How to Apply for a Course

If there is a supervisor involved in the application process, make sure their Internet address is correct. This is vital in order for them to receive the training request.

Add comments for the Supervisor if needed.

Acquisition Training Application System (ACQTAS) Main Menu

Home Street: 23232 DUKE STREET City: ALEXANDRIA State: VA ZIP: 22222

Security Clearance: SECRET

Disabilities: No Special Requirements: Please select a Special Requirement if Disabled

Pay Plan: GS - GENERAL SCHEDULE Pay Grade: 12

Civilian Job Series: 0028 i.e., 0123

Acquisition Career Field: PROGRAM MANAGEMENT OVERSIGHT

Student's Contact Info:

Organization: Defense Information Systems Agency (DISA)

Duty Address: 232 PORT CAPE ROAD City: ALEXANDRIA State: VA ZIP: 22030

Unit Country: UNITED STATES

Phone: 703 - 422 - 2322 ext.

DSN: - Fax: 703 - 232 - 2322

Important! Since ACQTAS uses email to notify students, ensure you enter your correct email address. If it is not entered correctly, you will not be informed about your enrollment.

Email: sgould@onebox.com

Supervisor's Contact Info:

Name: JOSEPH WILSON Phone: 703 - 232 - 2322 ext.

Important! Please ensure you enter your supervisor's correct email address. If the address is entered incorrectly, your application will not be processed.

Email: jacqtas_super@onebox.com

Comments:

[Questions? Problems? Suggestions? Please email us now.](#)

Prepare Application(s) Review Application(s) Change Profile Resend Notification

Submit Application

Press the **Submit Application** button once the fields are filled in.



How to Apply for a Course

If a component does not have a supervisor in the process, the next point of contact's information automatically is dropped into the

application. ACQTAS has been built to support differences between the various DoD components outside the military departments. These differences can be turned on and off by DOD-DACM. One example of this is the inclusion of a supervisor in the

Acquisition Training Application System (ACQTAS)

SSN: 838388888 Last Name: RENOYDS First Name: CHRIS MI: J

Sex: Male Date of Birth: Jan 08 1968

Home Street: 23232 DUKE STREET City: ALEXANDRIA State: VA ZIP: 22222

Security Clearance: SECRET

Disabilities: No Special Requirements: Please select a Special Requirement if Disabled

Pay Plan: GS - GENERAL SCHEDULE Pay Grade: 12

Civilian Job Series: 0028 i.e., 0123

Acquisition Career Field: AUDITING

Student's Contact Info:

Organization: Defense Information Systems Agency (DISA)

Duty Address: 232 PORT CAPE ROAD City: ALEXANDRIA State: VA ZIP: 22030

Unit Country: UNITED STATES

Phone: 703 - 422 - 2322 ext.

DSN: - Fax: 703 - 232 - 2322

Important! Since ACQTAS uses email to notify students, ensure you enter your correct email address. If it is not entered correctly, you will not be informed about your enrollment.

Email: sgould@onebox.com

Source Manager Contact Info for Defense Information Systems Agency (DISA):

Name: Melissa Dilley Phone: (703) 607-4473 Fax: (703) 607-4430

Email: acqtas_qm@onebox.com

Comments:

Submit Application

Questions? Problems? Suggestions? Please email us now.

Prepare Application(s) Review Application(s) Change Profile Resend Notification

For this training module, we are going to assume that there is a supervisor in the process for DISA.



How to Apply for a Course

The screenshot shows the ACQTAS web application interface. At the top, there is a navigation bar with the title "Acquisition Training Application System (ACQTAS)" and a "Main Menu" link. Below this, a header section displays the date "18 Nov 2000" and the system name "Acquisition Training Application System (ACQTAS)". A sub-header indicates "Training application confirmation." The main content area shows a confirmation message: "REYNOLDS CHRIS J has applied for the class listed below:" followed by application details. A green bar at the top right of this section shows "Application Date: 18 Nov 2000". The details include: FY: 2001, School: 231, Course: ACQ 201 (DAU), Phase: Class: 035, Course Title: INTERMEDIATE SYSTEMS ACQUISITION, School Name: Defense Systems Management College (DSMC)-FT Belvoir, Class Location: FT BELVOIR, VA, Start Date: 14 Aug 2001, End Date: 31 Aug 2001, Delivery Method: Resident, Remarks: None. A Microsoft Internet Explorer dialog box is overlaid on the page, displaying a yellow warning icon and the message: "A notification has been emailed to the student and to the student's supervisor." with an "OK" button.

Acquisition Training Application System (ACQTAS)

18 Nov 2000

Acquisition Training Application System (ACQTAS)

Training application confirmation.

REYNOLDS CHRIS J has applied for the class listed below: Application Date: 18 Nov 2000

FY: 2001 School: 231 Course: ACQ 201 (DAU) Phase: Class: 035

Course Title: INTERMEDIATE SYSTEMS ACQUISITION

School Name: Defense Systems Management College (DSMC)-FT Belvoir

Class Location: FT BELVOIR, VA

Start Date: 14 Aug 2001 End Date: 31 Aug 2001

Delivery Method: Resident Remarks: None

Microsoft Internet Explorer

A notification has been emailed to the student and to the student's supervisor.

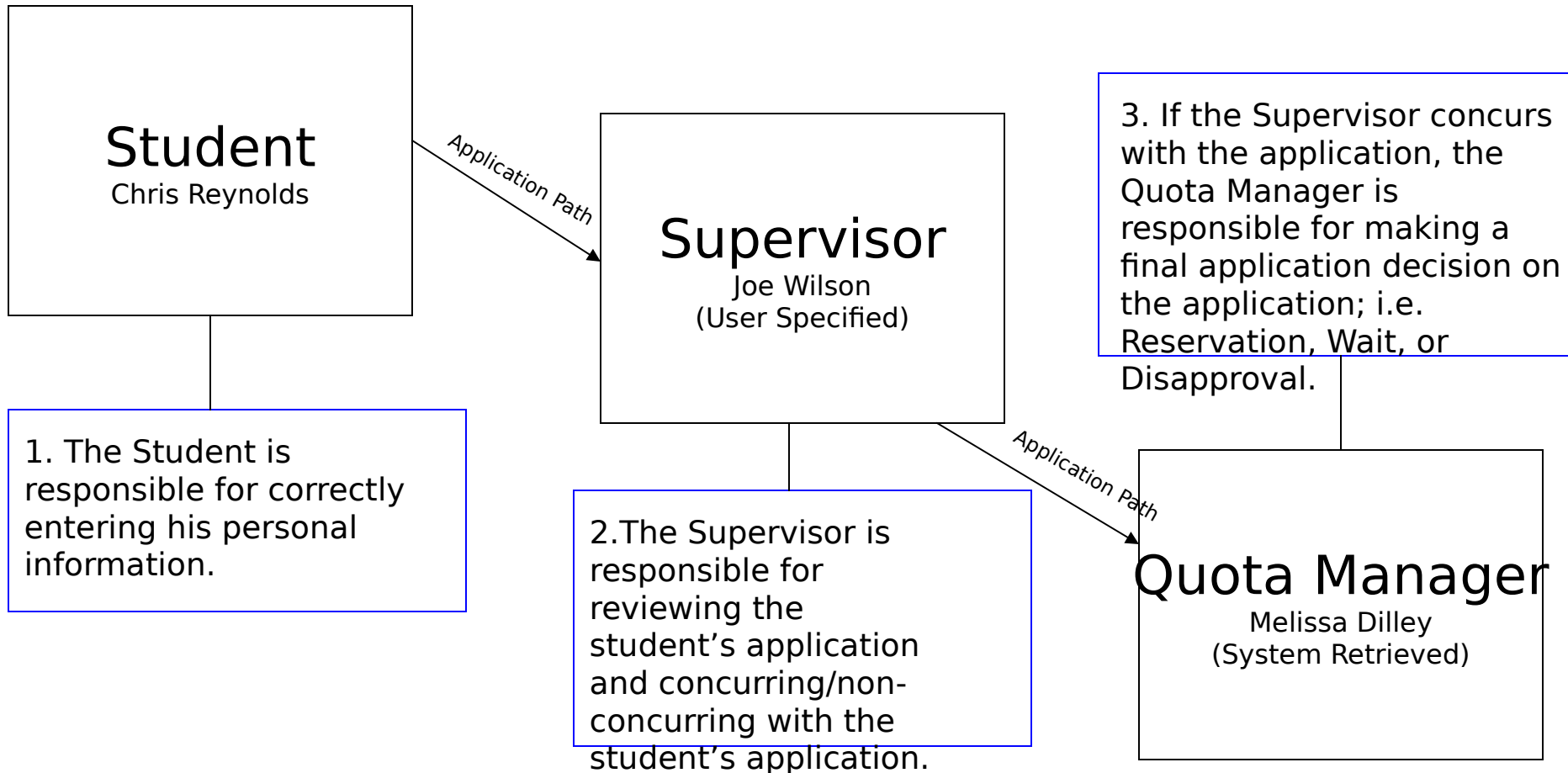
OK

After clicking on submit, ACQTAS will display a message alerting the user that Email notification has been sent to the student and to the student's supervisor to take action on the application.



Application Path

Once the Submit button is clicked, the application has entered the application approval path for the DoD component that the student belongs to; in our example, **DISA**.





Application Path

As noted before, ACQTAS has been designed to accommodate differences in DoD components. For example, let's say **NIMA** does not have a supervisor in the process. The application path for **NIMA** employees would look like this:

Student

Lori Hudson

1. The Student is responsible for correctly entering his personal information.

Application Path

The Quota Manager is responsible for making a final application decision on the application; i.e. Reservation, Wait, or Disapproval.

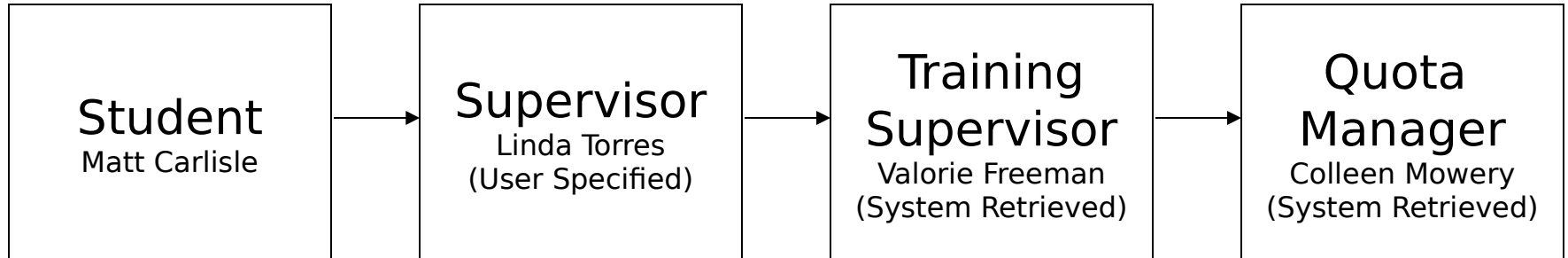
Quota Manager

Eleanor Mueller
(System Retrieved)



Application Path

Conversely, some DoD components outside the military departments have Training Supervisors included in the process. For example, Defense Supply Center Columbus (**DSCC**)



Any Point of Contacts in the process between the student and the Quota Manager have the same responsibility in the process, which is to view the student's application and concur or non-concur with the student's request for Acquisition Training. ACQTAS is flexible enough to allow DoD components to have many Training Supervisors/Supervisors in the process, as long as the final stop in the application path is a Quota Manager or someone who has the ability to make a Reservation/Wait.



Application Path - Student

Date: Sat, 18 Nov 2000 20:51:25 -0500
From: <acqtas@asmr.com> [Add](#) [Block](#) [Schedule](#)
To: <sgould@onebox.com>
Subject: Submittal of Application

APPLICATION SUMMARY:
NAME: RENYOLDS CHRIS J
COURSE: ACQ 201 (DAU)
FY: 2001 SCHOOL: 231 PHASE: CLS: 035
START: 14 Aug 2001 END: 31 Aug 2001
LOCATION: FT BELVOIR, VA
DELIVERY METHOD: Resident
CENTRALIZED TRAVEL FUNDING: ELIGIBLE
sgould@onebox.com

This is to advise you that your application has been forwarded to your supervisor of record. When your supervisor takes an action on the application, you will be notified by Email. (If you made an error in your supervisor's Email address, you must correct it and re-send your application to ensure receipt. Use the Student Main Menu to resend) Your supervisor's electronic approval automatically submits your application to the Training Officials in your component for consideration

Please do not use auto-reply addressing to this system-generated email message.

**Student receives this Email Notification
upon an application submittal.**



Application Path - Student

The student can review their application(s) by Clicking on the Review/Edit Applications Link located on the Student Main Menu.

Acquisition Training Application System (ACQTAS)

Main Menu

Student Functions

- ☐ Ligon
- ☐ Update Student Profile
- ☐ Prepare Applications
- ☐ **Review/Edit Applications**
- ☐ Create/Edit Travel Worksheets
- ☐ Request Disability Accommodations
- ☐ Request Cancellations
- ☐ Resend Approval Request Email
- ☐ DAU Course/Sched Lookup
- ☐ Logoff

Help

- ☐ How To
- ☐ Contact ACQTAS Help Desk
- ☐ Contact Component Travel Manager
- ☐ School Information
- ☐ Onsite Information

Links

- ☐ Privacy Act Statement
- ☐ DODICS Notice Of Monitoring
- ☐ Security Notice
- ☐ Other Useful Links

ACQTAS

Welcome! Please select a menu item

The Acquisition Training Application System (ACQTAS) is to be used by DoD employees outside the military departments. The purpose of this web site is to submit and process training applications for the Defense Acquisition University (DAU) courses, including the Internet courses offered by DAU. Training requests for military personnel will be rejected.

The information presented on this web site can not be reused, copied, duplicated, or distributed for non-ATRRS purposes without written permission from Military Personnel Management (DAPE-MPT), HQDA Deputy Chief of Staff for Personnel (ODCSPER), U.S. Army. This website is developed and maintained by ASM Research, Inc, under contract DASW01-99-D-0037. This page was generated on November 19, 2000 at 11:00:51 AM ET from data provided by Army Training Requirements and Resources System (ATRRS).



Application Path - Student

This screen displays all the Pending and Previous applications for the student.

Pending applications are applications still in the application path for which a final decision has not been made.

Previous applications are applications where the application has

- been made into a Reservation or Wait
- or
- was Disapproved by a Quota Manager or Supervisor/Training Supervisor along the application path.

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Click on the class number to review/edit your application. Highlight and Click on an application to view the application's path. Once the pathing window is open, you can resend notification to the PoC whose decision is pending concerning your application by clicking on the on the PoC email address that is highlighted and underlined for the course that you have applied for: poc@mail.com. You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. Cancellation requests must be approved by training officials in your component and processed by your component's Quota Manager. These actions must be completed not later than 3 days before the class start date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed by your component's Quota Manager. If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

X - Delete Application **C** - Request Enrollment Cancellation **R** - Resubmit Application

Pending Applications						
	FY	Sch	Crs	Cls	Class Start Date	Date Applied
X	2001	904D	CON 234 (DAU)	<u>005</u>	28 Nov 2000	19 Nov 2000
X	2001	231	ACQ 201 (DAU)	<u>035</u>	14 Aug 2001	18 Nov 2000

You have no Previous applications at this time

Note: Applications for classes in previous FY's will not be displayed.

[Questions? Problems? Suggestions? Please email us now.](#)

[Prepare Application\(s\)](#) [Review Application\(s\)](#) [Change Profile](#) [Resend Notification](#)

Right now, our Student only has 2 pending applications.



Application Path - Student

Single Clicking on the Highlighted Application Row opens up the Path Window for the application. Once the Path Window is open, the student can see where the Application decision is pending and the total amount of steps in the application path.

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Click on the class number to review/edit your application. Highlight and Click on an application to view the application's path. Once the pathing window is open, you can resend notification to the PoC whose decision is pending concerning your application by clicking on the PoC email address that is highlighted and underlined for the course that you have applied for: poc@mail.com. You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. Cancellation requests must be approved by training officials in your component and processed by your component's Quota Manager. These actions must be completed not later than 3 days before the class start date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed by your component's Quota Manager. If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

X - Delete Application **C** - Request Enrollment Cancellation **R** - Resubmit Application

Pending Applications							
	FY	Sch	Crs	Cls	Class Start Date	Application Status	Date Applied
X	2001	904D	CON 234 (DAU)	<u>005</u>	28 Nov 2000	Pending	19 Nov 2000
Sequence	POC Name	POC Title	POC Email	Decision	Decision Date		
1	JOESPH WILSON	Supervisor	acqtas_super@onebox.com	Pending			
2	Melissa Dille	Quota Source Manager	acqtas_qm@onebox.com				
X	2001	231	ACQ 201 (DAU)	<u>035</u>	14 Aug 2001	Pending	18 Nov 2000

You have no Previous applications at this time

Note: Applications for classes in previous FY's will not be displayed.

Acquisition Training Application System (ACQTAS)

When the Path window is open, the Student can click on the Pending Officials email address to Resend Notification.

Prepare Application(s) Review Application(s) Change Profile Resend Notification



Application Path - Student

Upon clicking on the Pending official's email address, ACQTAS notifies the student that a notification has been sent to that official to take action upon the application.

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Click on the class number to review/edit your application. Highlight and Click on an application to view the application's path. Once the pathing window is open, you can resend notification to the PoC whose decision is pending concerning your application by clicking on the on the PoC email address that is highlighted and underlined for the course that you have applied for: poc@mail.com. You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. Cancellation requests must be approved by training officials in your component and processed by your component's Quota Manager. These actions must be completed not later than 3 days before the class start date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed by your component's Quota Manager. If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

X - Delete Application **C** - Request Enrollment Cancellation **R** - Resubmit Application

Pending Applications							
	FY	Sch	Crs	Cls	Class Start Date	Application Status	Date Applied
X	2001	904D	CON 234 (DAU)	<u>005</u>	28 Nov 2000	Pending	19 Nov 2000
You have resent a notification to acqtas_super@onebox.com concerning your application for this class Date Sent: 19 Nov 2000							
X	2001	231	ACQ 201 (DAU)	<u>035</u>		Pending	18 Nov 2000

You I

Note: Applications for classes in previous FY's will not be displayed.

[Questions? Problems? Suggestions? Please email us now.](#)

Prepare Application(s) Review Application(s) Change Profile Resend Notification



Application Path - Student

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Click on the class number to review/edit your application. Highlight and Click on an application to view the application's path. Once the pathing window is open, you can resend notification to the PoC whose decision is pending concerning your application by clicking on the on the PoC email address that is highlighted and underlined for the course that you have applied for: poc@mail.com. You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. Cancellation requests must be approved by training officials in your component and processed by your component's Quota Manager. These actions must be completed not later than 3 days before the class start date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed by your component's Quota Manager. If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

X - Delete Application **C** - Request Enrollment Cancellation **R** - Resubmit Application

Pending Applications						
	FY	Sch	Crs	Cls	Class Start Date	Date Applied
X	2001	904D	CON 234 (DAU)	<u>005</u>	28 Nov 2000	19 Nov 2000
X	2001	231	ACQ 201 (DAU)	<u>035</u>	14 Aug 2001	18 Nov 2000

You have no Previous applications at this time

Note: Applications for classes in previous FY's will not be displayed.

[Questions? Problems? Suggestions? Please email us now.](#)

Clicking on the Application's Class Number allows the student to Review and Update his application

[Prepare Application\(s\)](#)

[Review Application\(s\)](#)

[Change Profile](#)

[Resend Notification](#)



Application Path - Student

The screenshot displays the ACQTAS application path for a student. The interface is divided into two main sections: a left sidebar for user information and a main content area for application details.

Left Sidebar (User Information):

- SSN:** 838388888
- Last Name:** RENOYDS
- First Name:** CHRIS
- MI:** J
- Sex:** Male
- Date of Birth:** Jan 08 1968
- Home Street:** 23232 DUKE STREET
- City:** ALEXANDRIA
- State:** VA
- ZIP:** 22222
- Security Clearance:** SECRET
- Disabilities:** No
- Special Requirements:** Please select a Special Requirement if Disabled
- Pay Plan:** GS - GENERAL SCHEDULE
- Pay Grade:** 12
- Civilian Job Series:** 0028 i.e., 0123
- Acquisition Career Field:** AUDITING
- Student's Contact Info:**
 - Organization:** Defense Information Systems Agency (DISA)
 - Duty Address:** 232 PORT CAPE ROAD
 - City:** ALEXANDRIA
 - State:** VA
 - ZIP:** 22030
 - Unit Country:** UNITED STATES
 - Phone:** 703 - 422 - 2322 ext.
 - DSN:** - - - - -
 - Fax:** 703 - 232 - 2322
- Supervisor's Contact Info:**
 - Name:** JOSEPH WILSON
 - Phone:** 703 - 232 - 2322 ext.
 - Email:** acqtas_super@onebox.com
- Comments:**

This acquisition training would be very beneficial for my career path.

[Questions? Problems? Suggestions? Please email](#)

Buttons: Prepare Application(s), Review Application(s), C

Right Section (Application Details):

Acquisition Training Application System (ACQTAS)

19 Nov 2000

Complete your alternate preference dates and student profile with current and accurate information as it will impact your enrollment, your potential travel entitlement, and our ability to communicate with you.

Verify/Enter Student Information

Course Info:

FY: 2001 School: 231 Course: ACQ 201 (DAU) Phase: Class: 035

Course Title: INTERMEDIATE SYSTEMS ACQUISITION

School Name: Defense Systems Management College (DSMC)-Ft Belvoir

Class Location: FT BELVOIR, VA

Start Date: 14 Aug 2001 End Date: 31 Aug 2001

Delivery Method: Classroom Remarks: None

Application Info:

Alternate date range you are available for training: (Required)

From: Mar 01 2001 To: Mar 30 2001

Date range to avoid: (Optional)

From: Month Day Year To: Month Day Year

Student Info:

SSN: 838388888 Last Name: RENOYDS First Name: CHRIS MI: J

Sex: Male Date of Birth: Jan 08 1968

Home Street: 23232 DUKE STREET City: ALEXANDRIA State: VA ZIP: 22222

Security Clearance: SECRET

Disabilities: No Special Requirements: Please select a Special Requirement if Disabled

Pay Plan: GS - GENERAL SCHEDULE Pay Grade: 12

Civilian Job Series: 0028 i.e., 0123

Acquisition Career Field: AUDITING

Student's Contact Info:

Organization: Defense Information Systems Agency (DISA)

Duty Address: 232 PORT CAPE ROAD City: ALEXANDRIA State: VA ZIP: 22030

Unit Country: UNITED STATES

Phone: 703 - 422 - 2322 ext. DSN: - - - - - Fax: 703 - 232 - 2322

Buttons: Prepare Application(s), Review Application(s), Change Profile, Resend Notification

After clicking on the application class number, the Student can edit any of the application info. Clicking on the Update Application button brings the Student back to the Review Applications page.



Application Path - Student

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Click on the class number to review/edit your application. Highlight and Click on an application to view the application's path. Once the pathing window is open, you can resend notification to the PoC whose decision is pending concerning your application by clicking on the on the PoC email address that is highlighted and underlined for the course that you have applied for: poc@mail.com. You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. Cancellation requests must be approved by training officials in your component and processed by your component's Quota Manager. These actions must be completed not later than 3 days before the class start date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed by your component's Quota Manager. If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

X - Delete Application **C** - Request Enrollment Cancellation **R** - Resubmit Application

	FY	Sch	Crs	Cls	Class Start Date	Application Status	Date Applied
X	2001	904D	CON 234 (DAU)	<u>005</u>	28 Nov 2000	Pending	19 Nov 2000
X	2001	231	ACQ 201 (DAU)	<u>035</u>	14 Aug 2001	Pending	18 Nov 2000

You have no Previous applications at this time

Note: Applications for classes in previous FY's will not be displayed.

[Questions? Problems? Suggestions? Please email us now.](#)

Any Pending Applications can be deleted by the student by clicking the small 'X' at the start of the application row.

Applications that have become Reservations or Waits must go through the Cancellation Process.

[Prepare Application\(s\)](#)

[Review Application\(s\)](#)

[Change Profile](#)

[Resend Notification](#)



Application Path - Student

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Click on the class number to review/edit your application. Highlight and Click on an application to view the application's path. Once the pathing window is open, you can resend notification to the PoC whose decision is pending concerning your application by clicking on the on the PoC email address that is highlighted and underlined for the course that you have applied for: poc@mail.com. You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button; You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. Cancellation requests must be approved by training officials in your component and processed by your component's Quota Manager. These actions must be completed not later than 3 days before the class start date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed by your component's Quota Manager. If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

X - Delete Application **C** - Request Enrollment Cancellation **R** - Resubmit Application

Pending Applications				
FY	Sch	Crs		Date Applied
X 2001	904D	CON 234 (DAU)		Pending 19 Nov 2000
X 2001	231	ACQ 201 (DAU)		Pending 18 Nov 2000

Microsoft Internet Explorer

You have indicated you wish to remove your application for the following class:

FY:2001
SCH:231
CRS:ACQ 201 (DAU)
PHASE:
CLS:035

This action CANNOT be undone. Press OK to cancel this application.

OK Cancel

Questions? Problems? Suggestions? Please email us now.

ACQTAS provides a reminder in case the student accidentally clicks on Delete/'X' button.
Clicking OK deletes the application from system.

[Prepare Application\(s\)](#)

[Review Application\(s\)](#)

[Change Profile](#)

[Resend Notification](#)



Application Path - Student

The screenshot displays the ACQTAS web application. At the top, a blue header bar contains the text "Acquisition Training Application System (ACQTAS)" and a "Main Menu" link. Below the header, a date "19 Nov 2000" is shown next to a circular logo. The main content area features a green banner stating "RENOLDS CHRIS J has cancelled the application for the class listed below:" followed by a "Cancellation Date: 19 Nov 2000". Below this, a white box contains the following details: "FY: 2001 School: Defense Systems Management College (DSMC)-Ft Belvoir Course: ACQ 201 (DAU) Phase: Course Title: INTERMEDIATE SYSTEMS ACQUISITION Class: 035 Start Date: 14 Aug 2001 End Date: 31 Aug 2001 Class Location: FT BELVOIR, VA Delivery Method: Classroom Remarks: None". A yellow bar is at the bottom of this section. Below the white box, a link reads "Questions? Problems? Suggestions? Please email us now.". A "Microsoft Internet Explorer" dialog box is overlaid, displaying a yellow warning icon and the message "A notification has been emailed to you and to training officials in your component." with an "OK" button.

Emails concerning the student's decision are sent to the Student and to Training Officials on the application Path.

[Prepare Application\(s\)](#)

[Review Application\(s\)](#)

[Change Profile](#)

[Resend Notification](#)



Application Path - Student

**Example Email
sent to student
upon his
Application
Deletion
Decision.**

To: <sgould@onebox.com>
Subject: Deleted Pending Application

APPLICATION SUMMARY:
NAME: RENYOLDS CHRIS J
COURSE: ACQ 201 (DAU)
FY: 2001 SCHOOL: 231 PHASE: CLS: 035
START: 14 Aug 2001 END: 31 Aug 2001
LOCATION: FT BELVOIR, VA
DELIVERY METHOD: Classroom
This is to confirm that your pending application for this class has been deleted. Officials in your Training component have been notified that you have withdrawn this pending application and will no longer have access to it for review and approval.

Please do not use auto-reply addressing to this system-generated email message.

To: <acqtas_super@onebox.com>
Subject: Withdrawal of Training

APPLICATION SUMMARY:
NAME: RENYOLDS CHRIS J
COURSE: ACQ 201 (DAU)
FY: 2001 SCHOOL: 231 PHASE: CLS: 035
START: 14 Aug 2001 END: 31 Aug 2001
LOCATION: FT BELVOIR, VA
DELIVERY METHOD: Classroom
This is to notify you that the Student has withdrawn the application for this class. The application has been removed from your review and approval 'queue'.

Please do not use auto-reply addressing to this system-generated email message.

**Example Email
sent to
Supervisors/Traini
ng
Supervisors/Quota
Mangers upon the
Student's
Application
Deletion Decision.**



Application Path - General

The screenshot displays the ACQTAS web application interface. At the top, a blue header bar contains the text "Acquisition Training Application System (ACQTAS)" and a "Main Menu" button. Below the header, a date "18 Nov 2000" is shown next to a circular logo. The main content area features a green banner stating "REYNOLDS CHRIS J has applied for the class listed below:" with the "Application Date: 18 Nov 2000" on the right. Below this banner, application details are listed: "FY: 2001 School: 231 Course: ACQ 201 (DAU) Phase: Class: 035", "Course Title: INTERMEDIATE SYSTEMS ACQUISITION", "School Name: Defense Systems Management College (DSMC)-Ft Belvoir", "Class Location: FT BELVOIR, VA", "Start Date: 14 Aug 2001 End Date: 31 Aug 2001", and "Delivery Method: Resident Remarks: None". A yellow notification dialog box from "Microsoft Internet Explorer" is overlaid on the details, stating "A notification has been emailed to the student and to the student's supervisor." with an "OK" button. The bottom of the page has a blue navigation bar with four buttons: "Prepare Application(s)", "Review Application(s)", "Change Profile", and "Resend Notification".

As shown before, once the student submits an application, an email notification is sent to both the supervisor and the student.

[Prepare Application\(s\)](#)

[Review Application\(s\)](#)

[Change Profile](#)

[Resend Notification](#)

**This concludes Phase I
of the student tutorial.
To continue your role as
a student , please click
on the student travel
tutorial.**